

Administrator/Controller Report



Jail

- The jail population trended downward after being at capacity at the beginning of June. However, it began to rise again near the end of the month and continues to be at or near capacity on a daily basis. There is still an issue with getting detailed jail information out of the New World software and the Sheriff reports that New World will be submitting a quote for additional programming.

Boardman River Dams

- The Board of Commissioners met with the Road Commission to discuss the proposed Critical Bridge Grant from the State of Michigan for replacement of the Cass Road Bridge. Following the presentation by the Implementation Team, the Road Commission agreed to accept the grant and the consensus of both boards was for the Implementation Team to continue to proceed with the removal of the dams and the replacement of the Cass Road Bridge. The Road Commission was clear, however, that it wanted to be involved in the selection process for the design and construction of the bridge.
- The Implementation Team heard presentations from URS and AMEC, which were selected as the top qualified firms to engineer and remove the Boardman and Sabin Dams. Follow-up questions have been submitted to the firms, and the Implementation Team will review the responses and interview both firms on July 18 at 1:30 p.m. in the Commission Chambers of the Governmental Center.

Central Dispatch

- We are considering the implementation of emergency staffing scheduling due to staff shortages. The dispatch staffing plan provides for 18 positions that work the floor. Five supervisors (all currently filled), one call-taker (filled) and 12 dispatch positions (status below).

5 - Filled with fully trained staff
1 - In Training
1 - Leave of absence
5 -VACANT

A *minimum* of four months training is required before a new dispatcher is capable of filling a shift. During this time, the new dispatcher is being trained one-on-one by a Communications Training Officer (CTO). Overtime mandates are extremely high, and it will be months before any relief is available.

- Representative Wayne Schmidt brought a group of politicians up to our Center one Sunday evening last month to see how Smart911 works. Supervisor Leah Hornacek provided them with a demonstration and answered questions. They

also were able to observe the critical component of 911 communications at an extremely busy time, and several comments were made regarding the complexity and importance of the service provided by dispatch staff.

- 911 Director Jamel Anderson was in Lansing on June 17-19 to testify in the pending case against the Michigan Public Service Commission (MPSC). The attorneys will now file briefs and the judge will make a recommendation to the MPSC regarding our funding. The Court of Appeals did put a time limit on this case to “encourage” the MPSC to get it resolved.
- We have initiated a work-group with 911 representatives from Leelanau, Kalkaska, Antrim, Benzie, Charlevoix, Cheboygan, and Emmet counties to research ways we can work together to maximize resources and grant opportunities.
- Jamel Anderson is also participating in a state-wide work group (along with Metro Fire Deputy Chief Terry Flynn) to assist in improving communications between Consumers Energy and public safety. The first meeting will be on July 19 in Grand Rapids.

Commission on Aging

- The Senior Center Building Committee requested release of \$218,000 held with the City of Traverse City, for renovation of the current Traverse City Senior Center. The funds were being held specifically for building a new senior center at the current Traverse City location. The past City Manager, Ben Bifoss, gave the approval to release the funds for renovation of the current building. The largest donors were contacted and gave their approval for renovation also. Both Commission on Aging and County Commission approvals will be sought once a plan has been developed.
- Over the next three months, the Commission on Aging board members and director will be attending Township/City/Village meetings to promote Commission on Aging services. To date, two persons have attended Township meetings and were well received. Informational packets, including our brochures, will be left at each location.

Facilities

- **Civic Center:** Replacement of the ball field lights (bulbs and ballast) was completed on June 20, 2013.
- **Civic Center Pool:** Construction of a new lifeguard office is scheduled to begin this week. The office will be relocated to its original location in the lobby area – with a direct line of sight onto the pool deck. By having the lifeguard office adjacent to the pool with a window looking into the pool, our staff will be better able to monitor the pool and respond to the needs of the patrons.
- **Governmental Center:** Roof replacement began on June 22 and continues in 2013.

- **Hall of Justice:** New condenser and coil (a/c) has been installed and the system is fully operational. Porcelain Patrol recently adjusted their working hours to evening coverage rather than days.
- **Health Service Building (Lafranier):** Fencing (recycled from the Civic Center) has been installed around the chiller unit. This will greatly improve the security of this unit from potential vandalism.
- **Historical Courthouse:** New condenser (a/c) has been installed and the system is fully operational.
- **Jail:** Preparing to install an additional card reader and automated locking system for after-hour entry into the Jail lobby.
- **Twin Lakes:** Replacement of the broken chimney cap (concrete) on the picnic pavilion was completed June 17, 2013.

Health Department & Emergency Management

Environmental Health & Animal Control Division

- Beach Monitoring – With the start of the 2013 swimming season, the Grand Traverse County Health Department is monitoring six (6) beaches on West and East Grand Traverse Bay for water quality. Surface water samples are collected every Wednesday through August 28, 2013 and tested for the presence of E.coli. We have done this for approximately the past ten years as a collaborative venture with the Watershed Center, the City of Traverse City, the Traverse City State Park (MDNR), the Benzie Leelanau District Health Department, Acme Township, the National Parks Service, the United States Coast Guard, and SOS Analytical Laboratory. New this year is the inclusion of four (4) inland lake beaches for routine weekly monitoring, including Gilbert Park (Long Lake), Interlochen State Park (Duck Lake), Taylor Park (Long Lake), and Twin Lakes Park (Twin Lake). We also welcome Long Lake Township and Grand Traverse Parks and Recreation as “Beach Monitoring Stakeholders”. Test results can be viewed by going to the Grand Traverse County Website at: http://www.co.grand-traverse.mi.us/departments/health/Environmental_Health/Public_Beach_Monitoring.htm
- Cherryland Humane Society provided a timely summary of the first month's activity. Highlights include:

| | |
|------------------|----|
| Animals Boarded: | |
| Dogs | 29 |
| Puppies | 3 |
| Kitten | 1 |
| Total | 33 |

Of these 33 animals, 18 were returned to their owners, 13 were turned over to CHS and 2 were being boarded at the end of the month. CHS collected \$900 in processing fees for the County along with \$680 in boarding fees.

Emergency Management & Preparedness Division

- WebEOC classes are scheduled for August 6 from 8 a.m.-noon and 12:30 p.m. – 4:30 p.m. Any and all personnel that would be in the EOC need to have one of these four-hour classes.
- Working with FEMA Region 5 flooding engineers and GIS to re-do and update county flood plain maps and a federal program called RiskMap.
- Grand Traverse County has been selected by the region and federal partners to be the second jurisdiction in Michigan (Midland was first) to go through the new program, Readiness: Training Identification and Preparedness Planning course. This course will bring our public safety and local officials together to identify our strengths and weaknesses. This will help us better design a multiple year training plan that will specifically target where we need to improve. Additionally, our Emergency Action Guidelines will receive a complete overhaul. The final perk to being selected for this program is that renowned Emergency Manager (retired) from Minneapolis, MN, Rocco Forte (in charge of the I-35 Bridge collapse), will be in attendance and assist in teaching the program that he helped in developing. The 1 1/2 day class will take place in GT County early this fall.
- Working with the County Safety Committee, LEPC, and all other public safety agencies to possibly bring a Reverse Notification System to the county. A reverse notification system would enable citizens to be notified of dangerous situations, evacuations, shelter in place and enable the seamless notification of county staff for re-call situations, ERT call-outs, EOC openings, lock down situations, etc.

Community Health Division

- Preparing for the annual WIC Project Fresh program that makes fresh produce available to low-income, nutritionally-at-risk consumers, through Michigan farmers markets. Project Fresh provides eligible WIC participants with \$30 worth of coupons to purchase locally grown fresh fruits and vegetables at participating farmers markets. WIC staff also provides classes on how to prepare the produce.

Human Resources

- Recruiting for seven (7) open positions county-wide. We have processed 73 job requisitions so far this year compared to 78 for the entire year last year. (5)
- The Relay for Life County team raised over \$95,000 in the community this year to benefit the American Cancer Society. The 24-hour event was held June 8-9 and many of the county employees who were not able to walk during the event raised money to help us exceed our team goal of \$3,500. (5)
- The Safety Team has scheduled meetings during the year to comply with MIOSHA guidelines to train every employee by December 1, 2013 deadline. The Safety Coordinator, Sue Cork, will begin the training June 26 and emails will be forthcoming. (5)

- ❖ The HR staff asked me to say thank you to Paula Sagala for all the help she provided while Jen Seman was on maternity leave. Her approach is always polite and friendly and everyone enjoyed working with her. She handled a number of sensitive issues during the Director's absence provided valuable professional guidance when necessary. (1,5)

MSU Extension

- In partnership with the Grand Traverse County Health Department, MSU Extension will again be providing WIC participants with education on healthy eating with an emphasis on increasing their consumption of fruits and vegetables. The Project FRESH (Farm Resources Expanding and Supporting Health) program begins in June and continues thru October 3. In addition to learning how to choose locally grown produce, store and preserve fresh fruits and vegetables, and prepare fruits and vegetables in new ways, qualified WIC participants will receive Project FRESH coupons which can be used at participating farmers markets to purchase locally grown fruits and vegetables. Coupon booklets are worth \$30 and we are expecting to hand out 236 booklets this year. Not only does Project FRESH help support families in eating more fruits and vegetables, but the program also benefits farmers and our local economy.

Parks & Recreation

- **Develop program plans for adults, youth, day camp, and special events**
The department has secured Woods Consulting from Normal, Illinois and Muskegon, Michigan to develop a tool to determine what types of programs our community would like. Woods is the same consulting group which developed the needs assessment leading to the development of the Parks and Rec Network.
- **BCBS Community Challenge: MI Big Green Gym**
Team Grand Traverse tied with Team Marquette in the competition to get our community more physically active and will split first and second prizes for two \$9,000 awards.
- **May 31 Twin Lakes Incident**
All recommendations of the Parks and Recreation Board have been implemented with the exception of the placement of lifeguards at the park. The Parks and Recreation Board will meet later this month to discuss the need for additional funding and the increased potential liability that would result from the addition of lifeguards at the park.

Planning

- The Planning and Development Department will be leading a coordinated planning effort for the bayshore corridor (US-31, M-72, M-22) linking the communities of Acme, East Bay, Traverse City and Elmwood. Seen as an implementation step from the new County master plan, this process will join planning commissions together along with others to develop an overarching vision for the entire corridor, a critical part of the region's landscape and transportation system.

- Planner Jeff Vitton is making application, on behalf of Grand Traverse County, to the Lowe's Community Partners grant program to aid in the repair of the historical Courthouse clock. Lowe's provides monetary assistance to municipalities looking for support of high-need projects such as building renovations/upgrades, grounds improvements, technology upgrades as well as safety improvements.
- The County's Economic Development Corporation (EDC) approved an \$11,800 grant to Goodwill Industries as match for a State of Michigan Mobile Cuisine Startup Program grant to create a Fresh Start Food Truck. In partnership with local food providers, the Fresh Start Food Truck will serve locally sourced, healthy foods to places like the Traverse City Senior Center, Father Fred Foundation and other local human services agencies.
- Continuing discussion with the Chamber of Commerce and Economic Development Corporation on creation of a model and funding mechanism for economic development initiatives within the county.

Prosecuting Attorney

- We reviewed **six** contracts for the following departments:
 - Parks and Recreation: 2
 - Health: 1
 - Central Dispatch: 1
 - Commission on Aging: 1
 - Sheriff: 1
- We reviewed **ten** FOIA requests, and provided advice and consultation to the following departments:
 - Central Dispatch
 - Human Resources
 - Health
 - Prosecuting Attorney
- We prepared **four** memoranda for the Board of Commissioners and various departments including:
 - Health
 - Parks and Recreation
 - Commission on Aging
- In April, we began preparing an amendment to Ordinance 22, which would combine the Appeals Board for Building Code, Soil Erosion, Health, and Boca Fire, and the Board of Appeals for Inspections for Electrical, Mechanical and Plumbing into one Board. It was adopted by the Board in June.
- We represented the County in the following legal cases:
 - *United States of America v Wallace H. Tuttle et al.* The Department of Justice has filed this tax collection action in the Federal District Court, Western District of Michigan, against Mr. Tuttle on behalf of the IRS seeking to foreclose on real property. The County has been named as a party because of the County's lien

on the property for any unpaid real property taxes. Pursuant to both Federal and State law, the County's lien has priority over all other liens so after any foreclosure sale the County would be paid first. We have engaged in discussion with a Department of Justice Attorney, who has agreed to allow us not to participate in the litigation but yet still protect the County's interest if the property is foreclosed. A stipulated order should be entered with the Court in the next few weeks. We have reviewed a proposed stipulated order excusing the County from participation in this case. We are waiting for the Department of Justice to enter the order with the Court. The Justice Department has entered the order with the Court and the County has been excused from participation in the litigation.

- *Parcel 80 BIA Appeal.* We have filed this appeal challenging the decision of the Michigan Agency of the Bureau of Indian Affairs placing 12 acres of property into trust owned by the Grand Traverse Band of Ottawa and Chippewa Indians. On May 2, 2013, we filed a statement of reasons with the Bureau of Indian Affairs, which is similar to an appellate brief.
- Worked with Parks Department, the GTCOA, and the Board of Commissioners on reviewing amendments to the Park and Recreation Commission's and GTCOA's rules and regulations.
- Assisted County Administration in reviewing litigation filed against the City of Traverse City and the Boardman River Dams Implementation Team related to the Boardman Dam removal project.

Resource Recovery

- The next Household Hazardous Waste collection is scheduled for August 15. An appointment is required and can be made beginning July 29 at RecycleSmart.info or by contacting the RecycleSmart Hotline at 941.5555. Grand Traverse County businesses and residents may bring up to 150 lbs. at no charge and a fee of \$1.30 per pound thereafter.
- All businesses are required to complete the CESQG form (Conditionally Exempt Small Quantity Generator). A generator is CESQG in a calendar month if no more than 100 kilograms (about 220 pounds or 25 gallons) of hazardous waste is generated in that month. Ref. 40CFR Part 261.5.
- Assisted the county Facilities Department and the City of Traverse City with recycling of fluorescent tubes.
- All five battery recycling locations were filled to capacity in the past three weeks. The batteries have been picked up for recycling. To date approximating 6,200 pounds of batteries have been collected for recycling.